



[Client Name] Travel Itinerary

Client Information

Traveler's Name	
Address	
Telephone Number	
Fax Number	
E-Mail Address	
Travel Dates	

Departure Flight

Date	
Airline	
Flight Number	
From	
Departure Time	
Departure Terminal/Gate	
To	
Arrival Time	
Length of Flight	
Class	
Seat Number	
Status	
Confirmation Number	
Meal	
Aircraft Type	
Length of Flight	



Departure Flight	
Mileage	
Car Rental	
Date of Reservation	
Rental Company	
Pickup Day/Time	
Drop-off Day/Time	
Confirmation Number	
Status	
Rate Code	
Mileage	
Corporate Discount Percentage or Amount	
Rate per Day with Discount	
Telephone Number	
Fax Number	
Hotel and Lodging	
Date of Reservation	
Hotel	
Address	
Telephone Number	
Check-In Day/Time	
Checkout Day/Time	
Room Type	
Rate per Day with Discount	

Return Flight	
Date	
Airline	
Flight Number	
From	
Departure Time	
Departure Terminal/Gate	
To	
Arrival Time	
Length of Flight	
Class	
Seat Number	
Status	
Confirmation Number	
Meal	
Aircraft Type	
Mileage	
Insurance	
Name of Insured	
Insurance Company	
Telephone Number	
Type	
Confirmation Number	
Purchase Date	
Effective Date	
Expiration Date	

Insurance	
Premium	
Form of Payment	
Special Instructions	
Travel Agent's Contact Information	
Travel Agent's Name	
Address	
Telephone Number	
Fax Number	
E-Mail Address	
Notes	